

POSITION VACANCY ANNOUNCEMENT

Announcement No.: 10-11
Open Date: 05-12-2010
Closing Date: 05-26-2010

Position Title/Series/Grade: Legal Clerk(OA),GS-986-5/6
w/promotion potential to the GS-7

Salary Range: GS-5 \$34,075 - \$44,293
GS-6 \$37,983 - \$49,375

Location: United States Tax Court
Office of the Clerk
Admissions & Appellate Section

Area of Consideration: Status Candidates
Competitive Civil Service Status Required

Duties: The position is located in the Admissions/Appellate Section of the United States Tax Court. The incumbent assists in the processing of applications for admission to practice before the Court. This includes the accountability for fees received, the accomplishment of proper clearances of applicants, the maintenance of the Court's roll of practitioners and the preparation of a certificate of admission for issuance to each person ordered, enrolled and admitted. Receives and answers inquiries from attorneys and others concerning the requirements for admission to practice before the Tax Court. Assists in the review of applications for admission to practice for general acceptability and completeness. Assists in obtaining and recording clearances of applicants. Drafts Orders of the Court for approval and signature by the Chair, Committee on Admissions, Ethics and Discipline, directing the admission and enrollment of acceptable applicants to practice before the Court. Assists in making the arrangements for the non-attorney written examination, which is held biennially, and preparing notifications to eligible examinees. Examines and reviews for completeness and accuracy the appealed case record and assembles the case record as required by the rules of the Court of Appeals to which the appeal is addressed. Verifies the Court record against the docket entries to ascertain that all documents filed are included in the file, properly identified, arranged in proper order and are accurate. Assembles, indexes and binds record on appeal. Prepares appropriate Court notices and certificates. Posts entries in Court records and serves notices. Assists in maintaining case records, files, exhibits, etc., and periodically follows up on the status of the appealed cases and materials. Serves as a liaison between the public and the Court answering questions and providing assistance with questions about the rules for appealing a Tax Court case.

SPECIAL RATING FACTORS: (Knowledges, Skills, and Abilities Required By The Position) Applicants are **required** to address each Special Rating Factor providing detailed evidence of the KSAs (Special Rating Factors) in the form of clear, concise examples of accomplishment and degree of responsibility.

1. **Skill in interpreting and applying office guidelines.**
2. **Skill in operating a variety of office equipment such as personal computers, typewriters, and copy machines.**
3. **Ability to communicate effectively with all levels of personnel, Court management, the public, and other government agencies.**
4. **Demonstrated ability to compose correspondence and prepare reports.**

Qualification Requirements:

Applicants must meet all qualification and time-in grade requirements within 30 days of the closing date of this announcement.

Specialized Experience: Experience which is directly related to the basic duties of the position. Such experience must have equipped the applicant with the particular knowledge, skill, and abilities required for successful job performance.

Narrative Statements: To ensure full consideration for the subject position, applicants MUST submit a narrative, with detailed evidence of the KSAs (Special Rating Factors) in the form of clear, concise examples of accomplishment and degree of responsibility. This narrative should reflect how the applicant's employment experience and/or education relate to each rating factor listed in this announcement. This required information will be used as a source document to evaluate applicants' qualifications for the position. If an applicant fails to provide the information as required, his/her application will not be evaluated beyond the basic screening process. The Special Rating Factor Narrative should be submitted on bond paper. Applicants should list each KSA and describe their experience, education, training, performance, awards, and other activities that reflect possession of the KSAs. Cross-referencing the application/resume and/or Special Rating Factors for other positions is not acceptable.

Additional Information:

- Status candidates must meet appropriate time-in-grade requirements within 30 days of certification.
- Status candidates must submit a copy of latest SF-50, Notification of Personnel Action, showing tenure group and promotion potential (if any).
- All candidates must submit a Narrative addressing each Special Rating Factor.
- The Tax Court will provide reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application process, please notify us. The decision on granting reasonable accommodation will be on a case-by-case basis.

How to Apply: Applicants must submit all application materials explained in this vacancy announcement to:

United States Tax Court
Office of Human Resources, Room 106
400 Second Street, NW
Washington, DC 20217

Application materials must include: A resume or OF-612; Narrative Statements - addressing the Special Rating Factors; and the latest SF-50 (Notification of Personnel Action. All application materials must be RECEIVED IN THE OFFICE OF HUMAN RESOURCES, Room 106 by the closing date of this announcement. For additional information, please call the Office of Human Resources at (202) 521-4700.

FAILURE TO SUBMIT ALL REQUIRED MATERIALS MAY RESULT IN YOUR APPLICATION NOT BEING CONSIDERED.

The United States Tax Court is an equal opportunity employer.
